



2. ISSUANCE OF CERTIFICATION/CONFIRMATION OF DEPOSITED NATIONAL COLLECTIONS

To certify and confirm the amount of deposited national collections thru AGDBs of the requesting National Government Agencies (NGAs), National Collecting Officers and the Commission on Audit (COA)

2.1 NGAs Certification for the Release and Realignment of Funds

Regional Offices shall issue Confirmation/Certification of Deposited National Collections requested by NGAs for remittances for the current year starting **August 01, 2022**.

Office or Division:	District Offices and Provincial Offices			
Classification:	Simple to Complex (based on volume of transactions)			
Type of Transaction:	G2G – Government to Government			
Who may avail:	National Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Request Form for Certification – 1 original copy or electronic copy		Bureau of the Treasury Website		
2. Detailed schedule of deposited collections (in case of two/more transactions) – 1 original copy or electronic copy		Provided by Client		
3. Validated OnColl Payment/Deposit slip/s or its equivalent – 1 photocopy or electronic copy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements to the Regional Office (RO) where the NGA is located thru email or hard copy.	1.1 Evaluate the completeness of submitted requirements.	None	1 Minute	Treasury Operations Officer (TROO)/ duly authorized personnel - Regional Office
	1.2 Endorse the request and its supporting documents to the concerned Provincial/District Office (PO/DO).	None	2 Minutes	TROO/ duly authorized personnel - Regional Office
	1.3 Process and validate the available data with the NGCDS	None	8 Days (depending on period of	TOO/ duly authorized personnel –



	<p>against the requested Certification/ Confirmation of Deposited National Collections.</p> <p>1.4 Fill-out the required fields in the Certification, create and print “Reprint” and “Final Print” of the Certification, affix initial and date on the “Prepared by” section and forward to the PO/DO Head for final evaluation and review.</p> <p>1.5 Evaluate and review the Certification, affix initial and date on the “Reviewed/ Final Reviewed by” section, and forward the same to the concerned Regional Director (RD) for approval.</p> <p>1.6 Sign the Certification and transmit to TOO/duly authorized personnel of the RO.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>transactions in the request)¹</p> <p>10 Minutes</p> <p>10 Minutes</p> <p>10 Minutes</p>	<p>Provincial/ District Office</p> <p><i>TROO/ duly authorized personnel - Provincial/ District Office</i></p> <p><i>Chief Treasury Operations Officer (CTOO) I/II/ICO/OIC - Provincial/ District Office</i></p> <p><i>Regional Director/ Officer-in-Charge – Regional Office</i></p>
2. Receive the Certification.	2.1 Release the Certification to the client, with copy of signed Certification to	None	2 Minutes	<i>TROO/ duly authorized personnel – Regional Office</i>



	concerned PO/DO.			
	TOTAL	None	8 Days & 35 Minutes	

¹ For requests covering prior year transactions, processing time is 1 to 30 working days.



2.2 Confirmation/Verification of Deposited National Collections for the Commission on Audit and/or NGAs Validation of Deposits thru the National Government Collection and Disbursement System (NGCDS)

Office or Division:	District Offices and Provincial Offices			
Classification:	Simple to Complex (based on volume of transactions)			
Type of Transaction:	G2G – Government to Government			
Who may avail:	National Government Agencies, National Collecting Officers, Commission on Audit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Request Form for Certification – 1 original copy or electronic copy		Bureau of the Treasury Website		
2. Detailed schedule of deposited collections (in case of two/more transactions) – 1 original copy or electronic copy		Provided by Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements to the Provincial/ District Office (PO/DO) where the NGA is located thru email or hard copy.	1.1 Evaluate the completeness of submitted requirements.	None	1 Minute	<i>Treasury Operations Officer (TROO)/ duly authorized personnel – Provincial/ District Office</i>
	1.2 Process and validate the available data with the NGCDS against the requested Certification/ Confirmation of Deposited National Collections.	None	8 Days (depending on period of transactions in the request) ¹	<i>TROO/duly authorized personnel - Provincial/ District Office</i>
	1.3 Fill-out the required fields in the Certification, create and print “Reprint” and “Final Print” of the Certification, affix initial and date on the “Prepared by”	None	10 Minutes	<i>TROO/duly authorized personnel - Provincial/ District Office</i>



	<p>section and forward to the PO/DO Head for final evaluation and review.</p> <p>1.4 Evaluate and review the Certification, affix initial and date on the "Reviewed/ Final Reviewed by" section, and forward the same to the concerned Regional Director (RD) for approval.</p> <p>1.5 Sign the Certification and return to the concerned PO/DO.</p>	<p>None</p> <p>None</p>	<p>10 Minutes</p> <p>10 Minutes</p>	<p><i>Chief Treasury Operations Officer (CTOO) I/II/ICO/OIC - Provincial/ District Office</i></p> <p><i>Regional Director/ Officer-in-Charge – Regional Office</i></p>
2. Receive the Certification.	2.1 Release the Certification to the client.	None	1 Minute	<i>TROO/ duly authorized personnel – Provincial/ District Office</i>
TOTAL :		None	8 Days & 32 Minutes	

¹ For requests covering prior year transactions, processing time is 1 to 30 working days.



2.3 Confirmation/Verification of Deposited National Collections for the Commission on Audit and/or NGAs Validation of Deposits thru the National Collections Application System (NCAS)

Office or Division:	Provincial Offices and District Offices			
Classification:	Simple to Complex (based on volume of transactions)			
Type of Transaction:	G2G – Government to Government			
Who may avail:	National Government Agencies, National Collecting Officers, Commission on Audit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Request Form for Certification – 1 original copy or electronic copy		Bureau of the Treasury Website Provided by Client		
2. Detailed schedule of deposited collections (in case of two/more transactions) – 1 original copy or electronic copy				
3. Validated OnColl Payment/Deposit slip/s or its equivalent – 1 photocopy or electronic copy				
4. Monthly report of collections and deposits – 1 original copy or electronic copy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements to the Provincial/ District Office (PO/DO) where the NGA is located thru email or hard copy.	1.1 Receive and evaluate the completeness of submitted requirements.	None	1 Minute	Treasury Operations Officer (TROO)/ duly authorized personnel – Provincial/ District Office
	1.2 Generate from NCAS a report on certification of deposited national collections for the concerned NCO and match the same against the requested amount. If discrepancy occurs, verify from the source documents	None	8 Days	TROO/duly authorized personnel - Provincial/ District Office



	(LDC, Validated Deposit Slips/ LDDAP-ADA, AGDB DSD).			
	1.3 Make necessary adjustment on NCAS and notify NCAD. Generate from NCAS the adjusted certificate of deposited national collections and sign the "Prepared by" section and transmit to CTOO I for review.	None	1 Day and 1 Hour	<i>TROO/duly authorized personnel - Provincial/ District Office</i>
	1.4 Review the certificate of deposited national collections, sign the "Reviewed by" section, prepare/initial transmittal letter and forward the same to CTOO II.	None	4 Hours	<i>Chief Treasury Operations Officer (CTOO) I/II - Provincial/ District Office</i>
	1.5 Certify the deposited national collections. Sign the "Certify by" section. Review/Initial the transmittal letter and transmit the same to RO for RD signature.	None	2 Hours	<i>CTOO I/II - Provincial/ District Office</i>



	1.6 Sign the transmittal letter and return the same to the concerned PO/DO.	None	10 Minutes	<i>Regional Director – Regional Office</i>
	1.7 Submit the signed certificate and transmittal letter together with the NCAS report on certification of deposited national collections to the client.	None	3 Minutes	<i>TROO/duly authorized personnel - Provincial/ District Office</i>
2. Receive the signed certificate and transmittal letter together with the NCAS report on certification of deposited national collections from BTr.	2.1 Have the client receive the file copy of BTr.	None	1 Minute	<i>TROO/ duly authorized personnel – Provincial/ District Office</i>
TOTAL :		None	9 Days, 7 Hours and 15 Minutes	